

Memorandum

TO : Deputy Chief, Logistics Services Division DATE: 31 July 1963

FROM : Acting Chief, Passenger Vehicle Branch

SUBJECT: Monthly Activity Report - July 1963

1. Charter Busses:

This office chartered busses as shown in the following schedule:

7/3 1016-16th St. to Langley - 90 passengers - Personnel - cost \$42.00
7/11 1016-16th St. to Langley - 40 passengers - Personnel - cost \$21.00
7/18 1016-16th St. to Langley - 47 passengers - Personnel - cost \$21.00
Total Passengers - 177. Total cost \$84.00

2. Special Busses:

This office operated special bus service this month for CI, Personnel, and OO. A total of 7 trips were made and a total of 130 passengers were carried 61 miles.

3. Special Cars:

There were no requests for a full time chauffeur and sedan for VIP's during the month.

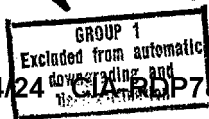
4. Car Rental:

A 1963 Cadillac was rented from the Hertz Company on the 29th of July for 3 days for the DDCI as a replacement. The respective assigned vehicle was deadlined for repairs.

5. New Shuttle Run:

There was a shuttle run started on the 11th of July between Headquarters and NPIC and return on a trial basis. It consists of 2 limousines which depart each building on the half hour beginning at 0830 to 1630. It bears a yellow sign with block letters.

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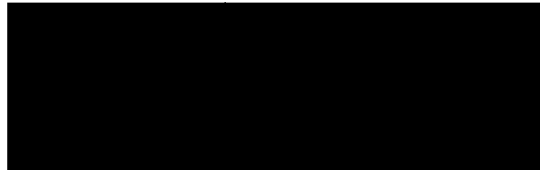
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6. Summer Uniforms:

The summer uniforms for the chauffeurs were delivered on the 17th of July and were issued on the following day.

7. Attached is a statistical report on the bus and pool operation which shows an increase in cancellations for the month due to the installation of a new shuttle run.



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Distribution:

- Orig. & 1 - Addressee
- 1 - LSD (Official)
- 1 - PVB

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OL/LSD/PVB/[REDACTED]:cld/7878 (31 July 63)

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